

Attachment:**Democracy Officer (Senior Labor Advisor) , FL-301-01****Introductory Statement:**

The Senior Labor Advisor will provide technical assistance to USAID missions and USAID/W staff on civil society and labor issues. The incumbent will be located on the Civil Society and Media (CSM) Team within the Democracy, Human Rights and Governance Center of the Bureau for Democracy, Development and Innovation (DDI) in Washington, DC. S/he will be responsible for management of core CSM programs, including the 6-year, \$85 million Global Labor Program (GLP) and related evaluation activities. S/he will be responsible for tracking and disseminating information regarding trends and emerging topics in labor and related issues, and drafting guidance documents, toolkits, training modules, and other products meant to disseminate best practices in labor and related issues for use by DRG Center and other technical Bureaus, USAID field officers, and other donors. S/he will contribute to core Center duties, including training, annual reporting, country backstopping, and furthering the Center's learning agenda. S/he will serve a key role in coordinating with the intra- and inter-agency on labor and related issues, such as trade and employment. This Democracy Officer position serves as an Agency expert and coordinator in providing intellectual leadership and technical support in the areas of civil society and labor.

Duties and Responsibilities:**Agency-Wide Technical Resource on Labor Issues (80 percent)**

This position requires excellent program design and management skills, technical expertise in labor and outstanding research and analysis skills, and superior communications skills and negotiation abilities to serve as a liaison between DDI/DRG and other offices within DDI; USAID regional bureaus; USAID missions; the State Department; other USG agencies; the Congress; other donors; and partners.

Primary Responsibilities

- Serve as AOR (Agreement Officer's Representative), Alternate AOR, or COR (Contracting Officer's Representative) for DRG/CSM programs, including GLP (a complex, multi-country, multi-million dollar program). Review workplans, reports, and budgets in accordance with all USAID policies and procedures.
- Provide technical guidance to labor-related research, evaluations, and related learning products.

- Provide technical leadership and expert advice on labor programming and labor-related topics, including forced labor and labor migration, to USAID/W and field missions worldwide.
- Ensure that DRG maintains state-of-the-art knowledge of labor-related academic research, issues and trends, including the emerging debates on the effects of technology on labor markets and the Future of Work. Advise DDI senior management and USAID Field Missions on the implications of this analysis for development programming.
- Produce technical guidance which explores best practices, evaluation findings, or new innovations in labor and/or related subjects; this may include programming toolkits and guides, evaluations of interventions, and contributing to relevant training courses to advance USAID's understanding of what works in labor-related assistance.
- Review, update and expand as appropriate DRG Center's analysis of labor and labor-related issues in key countries across all geographic regions, including through leading labor assessments or contributing to other relevant assessments.
- Serve as a representative to USG agencies and key stakeholders on labor-related issues. Provide briefings as appropriate to Congress, State Department, and other donors on USAID programming in key countries. Working with USAID's Trade and Regulatory Reform Office, represent USAID in trade-related interagency meetings on labor issues.
- Advise and assist Field Missions with labor-related strategies, effective reporting, and activity design, including writing scopes of work, program descriptions, results frameworks, etc.

Technical Resource on Civil Society Strengthening, Rights and Governance (20 percent)

- Prepare talking points, speeches, and other briefing materials for USAID senior staff and others as needed.
- Backstop management of programs related to civil society and media strengthening, human rights and good governance as needed.
- Support the work of DRG Center including, but not limited to, backstopping specific country DRG programs, participating on regional teams, participating on intra-Center and intra-agency task forces and working groups, and performing other duties as required.
- Assist with DRG Center projects and activities, as needed.
- Other duties as assigned.

Qualifications:

- Must be a U.S. Citizen
- Must be able to obtain and maintain a Secret-level security clearance.
- University degree(s) in relevant areas such as international relations, public policy, sociology, economics or other social science. Advanced degree preferred.
- Substantial experience in the following areas:
 - experience designing, implementing, managing and/or evaluating labor-related programs in developing countries;
 - experience in 'systems thinking' approaches, integrating labor issues into other development objectives;
 - knowledge in the realm of international trade policy and trade-related labor capacity building;
 - knowledge of labor law, international labor standards, and related topics, including forced labor/labor trafficking;
 - knowledge of emerging trends in the field of labor rights and labor markets, including the emerging debates on the Future of Work;
 - experience working with social movements in the developing world, including experience with labor movements;
 - ability to manage resources efficiently and effectively;
 - ability to communicate effectively orally and in writing;
 - ability to work on teams with diverse colleagues, across disciplines and cultures.
- Experience working in one or more regions. Knowledge of foreign language(s) is highly desirable.
- Strong experience working with teams, including working collaboratively with experts to accomplish shared objectives.
- As a technical advisor, qualified applicants will have professional writing skills and ability to create succinct and convincing written products in an adroit manner. Sophisticated

oral communications skills to explain complex ideas or very technical terms in brief, easily comprehended terms is required.